



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93248-5001

NASLEMINST 5600.4C
11C

03 AUG 1995

NAS LEMOORE INSTRUCTION 5600.4C

Subj: PROCEDURES FOR DUPLICATING/FORMS CONTROL

Ref: (a) SECNAVINST 5213.10D
(b) NAVSO P-35
(c) NPPS WESTAREAINST 5600.1E
(d) SECNAVINST 5602.6A
(e) SECNAVINST 5603.2D
(f) NAVPUBINST 5600.44D
(g) SECNAVINST 5600.20

1. Purpose. To issue guidelines for requesting duplicating/forms control services per references (a) through (g).
2. Cancellation. NASLEMINST 5600.4B
3. Applicability. This instruction applies to Naval Air Station (NAS) departments, special assistants, and all NAS supported squadrons and tenant commands.

4. Information

a. The Administration Department has responsibility for managing the printing services and budget for NAS Lemoore Administration, Comptroller and Weapons departments, special assistants and tenant activities.

b. It is the responsibility of each addressee to carefully review requirements for printing/forms services. Limited funding precludes requests that are unnecessary or requests for more copies than are absolutely required.

5. Examples of Work Not Authorized for Production in a Reprographic Facility

- a. Items requiring multiple binding operations such as multiple stapling, punching, collating, etc.
- b. Newspapers
- c. Newsletters with photographs (halftones)
- d. Electric accounting machine cards. Department of the Navy (DON) requirements for blank or imprinted cards should be procured through Federal Supply Schedule contracts governing FSC Group 75 Part VIII.

23 AUG 1985

e. Departmental instructions (instructions stocked in the Navy Supply System that bear a stock number.)

f. Blank forms (forms stocked in the Navy Supply System).

g. Publications available through normal Navy Supply channels.

h. Work for:

(1) Private organizations (NAVCOMPT Manual 075261)

(2) Private parties (NAVCOMPT Manual 075500)

i. Unless specifically sanctioned by the Secretary of the Navy or the Chief of Naval Operations, Navy Balls are social, not official functions, and accountable public funds may not be used to defray associated printing costs (reference (e) applies).

6. Action. The following procedures apply:

a. Addressees will appoint at least two duplicating/forms representatives and submit names to the Administration Department (Code 11C). This office will arrange periodic meetings of departmental representatives to discuss the application and administration of this instruction.

b. Printing requisition (DPSDNO Monterey 5604/10 (REV 9-93)) will be used to request printing services. Submit requests to Building 700, Administration Department, Room 224, Code 11C, Extension 3359.

c. When submitting material to be printed, it is requested that clear, legible originals be provided. Material generated from a computer must be letter quality. Material that does not meet this criteria will be returned to the requester to be retyped.

d. Completed printing jobs will be picked up by the originator at the Defense Printing Service Reprographic Facility (DPSRF) (Print Shop), Training Building A, Room 219, upon notification by the DPSRF, Lemoore personnel.

e. Request for change of command programs and invitations should be submitted as follows:

'0 3 AUG 1995

(1) Invitations, RSVP cards, parking passes, and next assignment cards should be submitted a minimum of six weeks prior to the event.

(2) Programs should be submitted a minimum of eight weeks prior to the event and shall meet the following specifications:

(a) Number of Programs/Invitations. No more than 400. If more programs/invitations are needed, approval must be obtained in writing from the Commanding Officer, Naval Air Station Lemoore and submitted with original print request. Program printing requests require at least 14 working days for processing and printing.

(b) Number of Pages. No more than 12 pages (quarter pages using 8 1/2 X 11 stock).

(c) Colors of Ink. No more than two colors of ink may be used for printing program covers. No more than one color of ink may be used for printing text pages. The approved colors are shown in the DON Graphic Design Standards (reference (g)).

(d) Photographs will be limited to the guest speaker, the departing commanding officer, the incoming commanding officer, and one photograph appropriate to the ceremonial occasion (i.e., a photograph of an aircraft or command building).

(e) The Official Activity Seal, required by reference (g), is the appropriate device to be printed on the front cover of a ceremonial program to indicate its official character. An activity symbol, insignia, or other emblematic device may also be used on the front cover, as long as its size does not exceed that of the Official Activity Seal. An activity emblem may be used as freely as a decorative or distinguishing device on the interior pages and/or back cover of the program.

(f) Entries/information to appear on the program, invitations, etc. (i.e., biographies, history, etc.) must be submitted on a 3 1/2 inch disk in WordPerfect program format.

f. Routine printing requests require at least seven working days for processing and printing.


g. If printing is required for classified material, an appointment must be arranged in advance with Duplicating/Forms Control, Code 11C, extension 3359.

NASLEMINST 5600.4C

03 AUG 1995

7. Point of Contact. Duplicating/Forms Control, Code 11C at extension 3359.

8. Forms. Printing Requisition FY-95 (DPSDBO Monterey 5604/10 (REV 9-94)) may be obtained from DPSRF, Lemoore, Training Building A, Room 219.


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Distribution: (NASLEMINST 5215.2U)
Lists B and E